

Table Host Virtual Banquet Info Sheet 2020

1. *Why move from an in-person event to a virtual event?*

- ♥ Due to COVID-19 concerns and restrictions, we are unable to host an in-person event. The annual fundraising banquet is mission-critical to our life-saving work. Had this event been canceled, it would have been *devastating* to our ability to service mothers and save babies. The fundraising banquet generates more than 40% of our operating budget.

2. *What will the virtual event look like?*

- ♥ The banquet program will begin LIVE at 7:00 p.m. and will be one-hour in length. The program will include a ministry update, client testimonials, special message from guest speaker Abby Johnson, A BIG ANNOUNCEMENT, and an opportunity to make a financial investment in God’s work.
- ♥ Prior to the start of the banquet, guests can enjoy about 10 to 15 minutes of beautiful music on piano by the talented Camden Snivley and we will be highlighting our generous banquet sponsors.

3. *What does it mean to host a “virtual” table and how do I engage my guests?*

- ♥ Since we cannot all gather together, we encourage you to be creative on how you engage your guests! You can either gather together or watch at home.
- ♥ There is something powerful about fellowship and breaking bread. If you’re willing to invite friends to your home, this is a great opportunity to gather together BEFORE the Live Stream for dinner or appetizers and desserts and collectively watch our Live Stream. Or consider talking with your pastor and hosting a watch party at church (all while social distancing).
- ♥ If you’re not comfortable gathering, we encourage you to still host a watch party! You can do this using Zoom—gathering together with friends virtually before our Live Stream, then connecting back up after to discuss.
- ♥ We will prepare **table hosts packets which will be available for PICK UP on Monday, July 27, 2020 during office hours (9:00 a.m. – 6:00 p.m.)**. If you are not able to pick up your packet, please let us know so that we can mail your packet within the week. Instructions for the night of the event will be included as well as giving cards with envelopes to be distributed to your guests.

Be sure to take pictures of your gathering so that we can see all of the creative ways you engaged your guests and shared this evening together. Post pictures & videos by using

#APCCBanquet2020

4. *How do I watch the live event?*

- ♥ The first thing to remember is that you have to register each guest. Register online at **AshlandCareCenter.org/Banquet**. If you have already registered, you DO NOT have to re-register.
- ♥ As it gets closer to the event date, each registered guest (with an email) will be sent a LIVE EVENT weblink to join. ONLY REGISTERED guests will receive the link to join.
- ♥ You will need a good internet connection and device to be able to watch the Live Stream. If you cannot do this at home, check with your church or someone tech savvy for help :)
- ♥ There is no registration deadline. Individuals can sign-up an hour before the live event! One of the most exciting aspects about going virtual is there are no limit to the number of people who can attend—so invite friends near and far!

5. *How can we give at a virtual event?*

- ♥ The most important part you need to do as a host, is be EXCITED about the opportunity to give and that excitement will carry over to your guests. Make the evening special and intimate. Put your guests in an atmosphere of generosity.
- ♥ **Guests will have the opportunity to give a one-time gift and/or invest monthly.** To make it easy, guests will be able to GIVE ONLINE right where the Live Stream will be taking place with buttons clearly labeled. One-time gifts given online will showcase a thermometer which will measure how close we are to our goal—building excitement!
- ♥ As a host, inside of your VIRTUAL HOST TABLE PACKET, you will have physical giving cards with envelopes. If you are meeting in person with your guests, please pass out the giving envelopes to your guests WHEN YOU ARE INSTRUCTED DURING THE LIVE STREAM. At the end of the evening, please collect completed and unused cards with envelopes and place them back into your master envelope and seal. **Hosts can DROP OFF collected cash/checks the DAY AFTER THE BANQUET on Friday, August 7 at APCC from 7:00 a.m. to 2:00 p.m. OR you may drop off master envelopes in the locked mailbox at the Center after hours.**
- ♥ If you are *not gathering* in person with your guests, we are counting on you to deliver the giving cards with envelopes to your guest(s) prior to the Live Stream. Guests who prefer to complete the card may mail their gifts or you can make arrangements to pick up their sealed envelopes and deliver to the center for them.
- ♥ *Guests who do not have host will receive giving cards in the mail so that each guests has been extended the opportunity to make a contribution.*

6. *What if I cannot watch the Live Stream? Will it be available to watch at a later date?*

- ♥ The good news is YES! The Live Stream will be available after August 6 for guests who have REGISTERED to attend. To help us reach our goal in a timely manner, we ask that gift commitments are pledged **within 72 hours of the LIVE EVENT date.**